

Cottonwood Heights Weekly Staff Report (week of May 20-26, 2018)

City Recorder:

June 5-2018 – NO MEETING

CANCELLED

June 12-2018

BUSINESS

WELCOME/PLEDGE/ACKNOWLEDGEMENTS

CITIZEN COMMENTS

PUBLIC HEARING

Proposed Budget for Fiscal Year of 2018-2019 @ 6:00 p.m.

REPORTS

3.0 STANDING MONTHLY REPORTS

3.1 Police Report – Police Support Supervisor Candie Terry

(Review of the Police Department statistics for the month of December.)

3.2 Public Works Report – Public Works Director Matt Shipp

(Presentation of the monthly public works report detailing the status of various public works and capital projects throughout the City.)

ACTION ITEMS

The vote is to consider auctioning these weapons to a licensed FFL dealer.

CONSENT CALENDAR

Business Meeting Minutes for May 8, 2018

WORK SESSION

Review of Business Meeting Agenda

Public Relations Report - Dan Metcalf

(Public Relations Specialist Dan Metcalf, will provide Cottonwood Heights media reports with Staff follow-up, where needed.)

City Council and Staff Reports

(Each week staff provides informational reports from each department to allow City Council a method of keeping up on the day-to-day activities of the City. This report is available on the internet at www.ch.utah.gov. This agenda item is set aside to allow Council members to ask questions or for staff to bring Council up to date of any changes since the report was made.)

6:00 pm Special Reports

a. **Review of Business Meeting**

b.

Review of Calendars and Upcoming Events

Closed Meeting

June 19-2018

SPECIAL BUSINESS MEETING

Adoption of City Budget for Fiscal Year of 2018-2019

WORK SESSION

Public Relations Report - Dan Metcalf

(Public Relations Specialist Dan Metcalf, will provide Cottonwood Heights media reports with Staff follow-up, where needed.)

Staff Reports

(Each week staff provides informational reports from each department to allow City Council a method of keeping up on the day-to-day activities of the City. This report is available on the internet at www.ch.utah.gov. This agenda item is set aside to allow Council members to ask questions or for staff to bring Council up to date of any changes since the report was made.)

- a. Police Department – Chief Robby Russo
- b. Unified Fire Authority – Assistant Chief Mike Watson
- c. Community and Economic Development – Mike Johnson, Senior Planner
- d. Public Works – Matt Shipp, Director
- e. Finance – Dean Lundell, Director
- f. Administrative Services – Bryce Haderlie, Assistant City Manager
- g. City Recorder/ Human Resources – Paula Melgar, Recorder/Manager
- h. Manager’s Report – John Park, City Manager

City Council Reports (10:00)

6:00 pm Special Reports

a.

Review of Calendars and Upcoming Events

Closed Meeting

Public Relations:

1. Completed final edits for June newsletter and turned it into printer. Working on special edition July newsletter, which includes an extra 4-page insert for the Butlerville Days program (which will also be printed separately for handing out at the event).
2. Attended the Utah Association of Government Communicators quarterly meeting in Eagle Mountain. Was able to share and learn new ideas concerning new website design.
3. Promoted several events, including the upcoming town hall with council member Bracken, the Zombie Ride and as always, Butlerville Days.
4. Attended ribbon cutting for Profile by Sanford (diet & health coaching business) and took pictures for newsletter and other promotional use.

Admin Services:

(Bryce)

1. Staff spent time preparing information for the Fiscal Year 2019 Budget presentation to the Council.
2. The lobby directional signs are now up in City Hall.



(Events)

I have been working with Creative Concepts to get the float ready for our first parade this Saturday in South Jordan.



Planning & Economic Development:

Public Meetings

- The Architecture Review Commission held a meeting on May 24th to review a new medical office and a credit union remodel on Highland Drive.

- An administrative hearing has been scheduled for June 6th to review a short term rental application and a fence height extension.

Economic Development

- Staff attended a ribbon cutting for Profile by Sanford, a health and nutrition coaching business at 6913 S 1300 E.



Business Licensing

- 20 Business License Renewals
- 23 New Business License Accepted
- 25 New Business License Completed
- 1 Address/Owner/Business Info Updates
- 1 Businesses Closed

GIS

- Continued working on creating a Data Dictionary for the city's key GIS data feature classes. A document which provides information about each feature class and related data tables including attribute values and the purpose for the attribute. As a part of this process we are also doing a thorough quality check on the data in these key feature classes.
- Fulfilled a GRAMA request for GIS street light and traffic signal data.
- Created a map and graphics for the 2nd Annual Cottonwood Heights Zombie Bike Ride.

Building Permits

- 19 permits received (5/18-5/24)
 - 2 additions
 - 1 new home
 - 11 over the counter
 - 3 remodels
 - 2 solar
- 12 permits issued (5/18-5/24)
 - 9 over the counter
 - 1 remodel
 - 2 new homes

Emergency Management:

- Worked on analysis of Shakeout, drafting presentation for presentation to community groups and Council later this summer.
- Started initial planning for 2018/19 monthly Emergency Management topics.

City Engineer:

- We coordinated with all the private utility companies that are relocating their infrastructure for the upcoming Fort Union/Highland Drive Intersection Project. All private companies have now been formally notified of their relocation responsibility.
- We successfully received a \$38,590 grant for the public works yard.
- Signal timing upgrade for the traffic adaptive program is complete and the results of the study are being evaluated by UDOT.
- We are managing the upcoming pavement improvements to Fort Union Blvd, 2700 East and 2300 East. We are working on the striping plan for 2300 East which includes buffered bike lanes from Bengal Blvd to 6200 South. We are meeting with Cottonwood Recreation Center and Staker Parsons to coordinate the traffic control on 2700 East.
- We are coordinating a FEMA flood plain permit with the developer to create a HEC-RAS model for the 100-year flood plain along Little Cottonwood Creek near the Walsh Property.

UFA:

I am sending out a memo to all UFA members at 5pm pm Tuesday, May 29 to keep them in real time with the discussion related to budget and staffing. I will also share the 4-minute map, showing the three years of data and how the coverage looks from Stations 110 and 116, a centrally-located station with the help of Station 126, and with just a centrally-located fire station. My goal is to keep our employees updated with factual information and to keep the lid on rumor mills. Once we know for sure where the final version of the budget and staffing are going to land, I will again send out a memo. I will also meet with the crews at Stations 110 and 116, along with the district chiefs and battalion chiefs.

Police:

1. Family time: DV Assault in the presence of child. Male pushed female during argument, causing the female to fall into a wall and make a large hole in the drywall. 17-year old daughter of female called for help and was rewarded with mom telling her it was all her

fault. Female stated she needed the male and didn't want to complete a witness statement and wanted to waive the Jail Release Agreement. Male booked.

2. And so, it begins: Fireworks. Two males thought it was a good idea to light fireworks in the area of 2700 E Fort Union, north side of LDS parking lot (next to large open field with tall grass, during heavy winds). Both cited and fireworks confiscated for destruction.

City Council:

(Mayor Peterson)

1. Council of Governments
 - a. Transit Advisory Board (SB136) appointments to be submitted to the governor by July 31st for selection. First day on the job will be November 1st.
 - b. County Transportation Advisory Board to select 13 members (seven from local elected officials) to recommend distribution of approximately \$11M annually from third quarter of one percent sales tax.
 - c. COG to appoint three members (of 9) to the UTA Local Advisory Board.
 - d. County now taking application for Corridor Preservation Funds.
 - e. Township Mayors accepted as official members of COG.
2. Met with the Canyons School District and Cottonwood Heights Parks and Recreation Board of Trustees Chair to discuss next steps in updating CDA agreements. Some questions raised and follow-up meetings scheduled.
3. Wasatch Front Regional Council
 - a. Emphasized the importance of local involvement in long range planning for Wasatch Blvd.
 - b. 2050 Vision Utah discussed
4. Represented our City at Brighton High School Senior Night Awards

(Tali Bruce)

17th Had a Town Hall at City Hall. Well attended. Started lively but ended lovingly.

18th Ribbon cutting for Crumble. Impressive growth. 6th franchised unit in their first year!

21st Christine and I met with Mike Johnson and Greg Curtis about advancing the General Plan.

22nd Met with Carrie at Action Utah about initiatives other cities are taking toward Environmental Stewardship.

22nd Had a powerful meeting about preservation ideas for the Old Mill.